

**NEBRASKA BOARD OF LANDSCAPE ARCHITECTS**  
**Record of Board's Actions, Policies, Procedures & Information**

MEETING DATE	SUBJECT	BOARD ACTION	SUMMARY
10/09/08	<b>Cash Reserve</b>	Policy LA P08.01	The Landscape Architects Cash Fund, created in the Professional Landscape Architects Regulation Act, Section 81-8,194 shall retain a cash reserve for contingencies insuring the agency against loss due to breach of examination security, pending or ongoing litigation against the board, and other unplanned expenditures. The Board shall strive to maintain a cash reserve in the amount of two times the annual budget.
01/14/00	<b>Exams</b>	Procedure LA P00.01	The Nebraska State optional exam was eliminated by Board vote.
07/29/04	<b>License Numbers</b>	Policy LA P04.01	A Nonrenewable license number will not be reactivated. To become licensed again, the expired licensee will be required to file a new application and will receive a new license number when approved for reinstatement. (See Section 81-8, 196)
04/04/06	<b>License Numbers</b>	Procedure LA P06.01	Beginning with Fiscal Year 2006/07, a license number will not be issued until the applicant returns the registration fee. The date of the license will be the date the Board receives the registration fee.
7/14/09 10/9/97	<b>License Renewals</b>	Policy LA P97.02	Renewal forms will be sent out in October and the renewal fee will be required from all licensed landscape architects including those newly licensed during the current calendar year. Professional development hour credits will not be required for those newly licensed until their first complete calendar year after licensure.
04/06/01	<b>Memorandum of Understanding</b>	Procedure LA P01.02	The Board Chairperson is authorized to negotiate and sign the MOU agreement for administrative services as needed with the Nebraska Board of Engineers and Architects.
09/30/04	<b>Oath of Office</b>	Procedure	As per the Revised Statutes of Nebraska, Reissue 1997 §11-101, all appointed officers shall, before entering upon their respective duties, take and subscribe (an) oath. New Board members will be required to sign an oath of office before beginning their first board meeting (three originals - one for agency, one for the Secretary of State, one for the board member)
01/29/13	<b>Peer Review Committee</b>	Policy LA P13.01	The Board revised the procedure for appointing members to the Peer Review Committee and the PDH approval process. This policy replaces LA P94.01, LA P97.01, and LA P04.04
09/15/00	<b>Policy and Procedures Manual</b>	Procedure	The Board voted to have staff develop a policy manual on per time basis.
04/07/09	<b>Professional Development Hours</b>	Policy LA P09.01	The Board voted to support and accept courses offered by The Landscape Architecture Continuing Education System (LA CES) providers.
08/29/96	<b>Public Information</b>	Procedure LA P96.01	Based on research time, postage, copy fees, etc., the cost of each page shall be \$2.00 or \$2.00 per fax. The cost for distribution of the register of landscape architects shall be \$25.00.
03/13/98	<b>Public Information</b>	Procedure LA P98.02	Releasing addresses of licensed landscape architects to the public or groups requesting information is allowed as per Tim Texel, Board Counsel, Attorney General's office.
5/26/05 9/15/00	<b>Record Retention</b>	Procedure	All state agencies are required to have a record retention policy. Records will be reviewed to determine the Board's existing policy. (Last approved schedule by Records Management 3/20/12)
6/22/00 8/28/98	<b>Record Retention</b>	Policy LA P98.01	Six months after the last contact or correspondence between the Board and the applicant, a certified letter will be sent to applicant giving them 30 days to respond in order for file to remain open. If no response is received, file will be closed and applicant will be required to resubmit a new application with appropriate fees and meet current requirements.
7/25/05 9/30/04	<b>Service Awards</b>	Policy LA P04.02	Pursuant to 273 NAC 16-001, a policy was submitted and approved by DAS Personnel for service awards. The award shall be a plaque in a design approved by the Board and shall not exceed \$75.00 per member.
10/09/08	<b>Travel Policy</b>	Policy LA P08.02	The Professional Landscape Architects Regulation Act, Section 81-8,189, states members of the board shall serve without compensation except that they shall receive the necessary travel and incidental expenses incurred in the discharge of their duties prescribed in sections 81-8,184 to 81-8,208 as provided in sections 81-1174 to 81-1177 for state employees. The Board policy will be updated periodically as per DAS State Accounting's notifications of changes to the state policy.

Updated: January 29,2013